

South Dakota 911 Coordination Board

**Meeting Minutes for December 8, 2011 (Draft)
Cedar Shores Resort, Chamberlain, SD**

Board members present: Barthel, Carmon, Falken, Haines, Jaeger, Price, Rufledt, Sawvell, Serr, Turbak

Board members absent: Sebert

I. Call to Order and Roll Call

Meeting called to order at 10:00 AM CST by Chair Ted Rufledt. Roll was taken and a quorum was present.

II. Introduction of new Department of Public Safety representative

Chair Rufledt introduced Colonel Craig Price as the new Department of Public Safety representative to the Board.

III. Approval of Agenda

Motion to approve agenda.

Moved by: Second by:

Discussion: None.

Conclusion: Motion carried unanimously (by roll call vote).

IV. Approval of October 13, 2011 Meeting Minutes

Carmon noted one necessary change on page four of the draft minutes in the Legislative Subcommittee report.

Motion to approve meeting minutes.

Moved by: Carmon Second by: Falken

Discussion: None

Conclusion: Motion carried unanimously (by roll call vote).

V. Public Comment

Sioux Falls Metro Communications Director Daren Ketcham thanked the board for approving the grant to assist with the audit of AT&T Wireless. The Board had approved a \$3,000 grant to Metro in a special meeting held via teleconference on November 21, 2011.

VI. Update on hiring of new State 911 Coordinator

Former Department of Public Safety representative Kristi Turman updated the Board on the hiring of the new coordinator. Interviews of six candidates will be conducted on December 20-21, 2011, in Pierre. The Board will be sending one or two representatives to participate in the interview process with the Department.

VII. Subcommittee Reports

i. Legislative Subcommittee

Carmon deferred to Chair Ruffedt to report on a 911 legislation meeting in Pierre on Tuesday, December 6th. The meeting was organized by Senator Cory Brown. Senator Brown brought together all interested parties to discuss a comprehensive 911 bill that covers four major issues: a surcharge increase, point of sale, streamline collection, and funding of NextGen.

Chair Ruffedt explained a point of sale administrative fee concept that he found while researching the topic. The concept originated in the State of Louisiana and allowed retailers and the state to keep first and second quarter remittances, respectively, to cover the costs of point of sale collection set-up. Research suggests South Dakota would collect an average of \$1 million per year if the 911 surcharge was collected at the point of sale for pre-paid devices.

Chair Ruffedt went on to explain Senator Brown's feelings on a surcharge increase. Senator Brown would like to make a portion of a surcharge increase available to all PSAPs. Another portion of a surcharge increase would be available to PSAPs that have been verified as meeting Board standards and are operating efficiently. Senator Brown mentioned a population/geography factor for PSAPs serving 30,000 people or three or more counties.

Chair Ruffedt reported that the numerous 911 stakeholders who attended Senator Brown's meeting were generally in support of the concepts presented, though several stakeholders presented specific concerns that would need to be addressed. The Board members also discussed the streamline collection portion of Senator Brown's proposed 911 legislation. Turbak pointed out that if the 911 surcharge differed statewide, collection may not be "streamlined." Several board members also expressed concern about the surcharge changing from a flat figure to a percentage. The Board decided to draft a letter to the legislators explaining provisions the Board would like to see included in the legislation and outlining concerns identified.

Carmon requested Board approval for the Legislative Subcommittee to lobby during the upcoming legislative session.

Motion to authorize the Legislative Subcommittee to lobby legislative issues on behalf of the board.

Moved by: Falken Second by: Barthel

Discussion: None

Conclusion: Motion carried unanimously.

ii. Technical Subcommittee Report

Carmon reported the Technical Subcommittee had sent out a draft outline of the subcommittee's NextGen vision. Carmon explained the next step in the plan was to visit with potential NextGen providers and validate the proposed vision. Providers will come in with questions and suggestions, and will tell the subcommittee whether or not the vision is feasible. A Request for Proposal will then be developed and released. Carmon answered several questions from board members regarding costs, potential providers, technology, and information sources. Carmon asked for a vote of support from the Board to proceed with the draft plan.

Motion to proceed with Technical Subcommittee's draft NextGen plan.

Moved by: Barthel Second: Turbak

Discussion: None

Conclusion: Motion carried unanimously.

iii. Funding Subcommittee Report

Turbak reported that funding subcommittee members spent a great deal of time discussing the State 911 Plan at the funding subcommittee meeting on October 21st. The committee had four points to address: a draft proposed vision relative to funding, including specific problems to be solved; a draft summary of 911 economics and funding; draft proposed solutions to the identified problems; and a funding proposal for NextGen. Turbak sent out a draft document that will serve as a starting point for the funding portion of the State 911 Plan. Turbak explained the funding vision needs more work. Committee members began working on ideas for proposed solutions. Chair Ruffledt suggested this committee will need to establish a PSAP financial efficiency standard. Turbak explained the committee did not address the fund balance issue. More work is needed in this area.

iv. Operations Subcommittee Report

Falken reported that the subcommittee has not met. The subcommittee worked to establish operational standards shortly after the Board was created, and the next set of standards may come once NextGen is a reality. Haines suggested the subcommittee meet early in 2012 to discuss next steps now that they've seen the Technical Subcommittee Report.

VIII. Coordinator's Report

i. Administrative Rules Promulgation

The previous 911 coordinator drafted two proposed administrative rules. The Board needs to select a public hearing date. The Board postponed any action on administrative rules until a new coordinator is hired.

ii. Coordination Fund Condition Statement

A current condition statement is not available. The administrative committee will send out the condition statement when once it is available.

iii. 9-1-1 Coordination Board grant program

The Department of Public Safety is sending a grant program agreement to Sioux Falls Metro Communications Director Daren Ketcham. Yaeger asked about the status of the E911 NHTSA grant. The grant ends in September 2012, and the Board decided it needs to ask for a grant extension.

iv. 4th Quarter Prepaid Wireless Remittance

The 4th quarter remittance forms have not yet been sent out. The Department of Public Safety needs to reach back to the former 911 coordinator to make this happen.

v. Enhanced 911 Grant Annual Report

The Department of Public Safety needs to reach back to the former coordinator to get this report completed. Chair Rufledt suggested the end-of-year financial report form may need to be updated.

IX. Other Business

Barthel reported that Carmon, Turbak and Barthel met with sheriffs from Minnehaha, Lincoln, and Moody County, along with South Dakota Sheriff's Association Executive Director Stacey Eggert. The sheriffs are concerned about the Board's direction. Barthel explained that the sheriff's may not have understood the Board's purpose. Barthel, Carmon, and Turbak clarified the Board's purpose and goals, and this explanation seemed to clear up some misconceptions. Barthel commented that the new 911 coordinator needs to spend time meeting face-to-face with 911 stakeholders.

Edie Jenniges reported on the May 2012 Dakota 911 APCO/NENA Conference with North Dakota. Chair Rufledt is scheduled to present a four-hour session during the conference. The conference will be held May 7-10, 2012 at the Ramkota in Pierre. Chair Rufledt will send a conference packet to board members.

The Board decided to keep the current meeting schedule for calendar year 2012. The Board will meet every other month on the second Thursday. Chair Rufledt will send out a schedule to all Board members. The Board discussed moving some of the meetings around to different locations in the state to encourage local attendance and participation. The Administrative Committee will suggest different meeting locations. The next Board meeting is scheduled for February 9, 2012, at 1 pm (CST) in Pierre.

X. Adjourn

Motion to adjourn

Moved by: Serr

Seconded by: Jaeger

Discussion: None

Conclusion: Motion carried unanimously.

DRAFT